



INDIANA DEPARTMENT OF HOMELAND SECURITY

INDIANA EMERGENCY RESPONSE COMMISSION (IERC) TIER II UPDATE REPORT



JANUARY 26, 2017

LOGIN TO SYSTEM



Indiana Emergency Response Commission
Phone :855-246-0065

Online TIER II MANAGER™

You must register before using this Online Reporting System.

[REGISTER](#)

If you have previously registered, please proceed with Log In.

SYSTEM REQUIREMENTS

- You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.
- Cookies need to be enabled in your browser. It is enabled by default.

Log In

Username

Password

[Log In](#)

[Forgot Username?](#)

[Forgot Password?](#)

[Reset Password?](#)

Developed By IDSi

© 2002 - 2015 IDSi International, Inc. All rights reserved

Version: 5.2

SELECT ACTIVE FACILITY # IN BLUE



Indiana Emergency Response Commission
Phone :855-246-0065

Online TIER II MANAGER™ Tier II Reporting Year : 2016

Welcome Krystal, Rocky Roads Climbing Company Last Login: 01/26/2017, 10:41 AM
Log Out

- Home
- Facilities
- Incident Reports
- My Account
- Billing

Regulations

Continue

Welcome to the Online TIER II MANAGER™

Please click here to access the Training materials. Before starting a submission, please watch or read the materials thoroughly to understand both the requirements and the online reporting process.

The Indiana Emergency Response Commission is responsible for the collection and maintenance of Indiana's EPCRA notifications and reporting of sections 302, 311 and 312 (Tier II). The purpose of this online reporting portal is to provide State and local officials with specific information on hazardous chemicals present at your facility for use in emergency preparedness planning and emergency response.

From January 1, 2016, Indiana facilities must submit their EPCRA sections 302, 311 and 312 reports using this online reporting system. Updates can also be submitted at any time during the year.

Submission of the Tier II report form by facilities that meet the reporting requirements established under Section 312 of SARA Title III is required. Specifically, facilities are required to report their possession of Extremely Hazardous Substances (EHS) stored at 500 pounds or the Threshold Planning Quantity (TPQ), whichever is less. In addition, facilities must report any hazardous chemical for which a Safety Data Sheet (SDS) is required under the OSHA Hazard Communication Standard, and which is stored in the amount of 10,000 pounds or more. For more information on the list of EHS and their TPQ, or to obtain more information on the reporting requirements, please review the information available on the Indiana Emergency Response Commission website at <http://in.gov/dhs/2362.htm>.

IMPORTANT: You must submit a 2016 ANNUAL to complete your submission for this year! (Submitting a 2017 UPDATE does not meet the requirement).

If you have any questions or need assistance, please contact SARA Program Manager at saratr2@dhs.in.gov or 855-246-0065.

Recent Submissions

- 2015 302 Reports 302 Original, Christmas Wonderland Initiated 01/24/2017
- 2017 Tier II Update, Christmas Wonderland Completed 01/26/2017

Facility Status Summary

	Active	Inactive
Facility	1	0

Billing Summary

Total Amount Due : 200.00

Incident Status

Developed By

© 2002 - 2017 IDSi International, Inc. All rights reserved

Version: 5.2



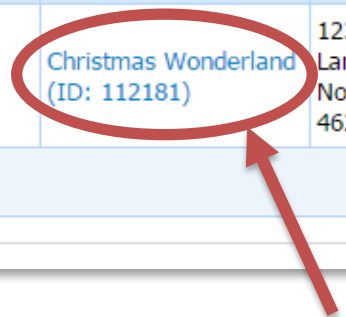
SELECT FACILITY NAME IN BLUE

Active Facilities

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other Add New Facility

Facility ID	Company Name	Facility Name	Address	County	Facility Status	City	LEPC	Fire Department	312 Status	302 Status	Latest Report
Facility ID	Company Name	Facility Name	Address	All		City	LEPC	Fire Department	All	All	
112181	The North Pole	Christmas Wonderland (ID: 112181)	123 Candy Cane Lane, North Pole, IN 46204	Marion	Active	North Pole	Marion County LEPC	PIKE TWP FD	Active	Inactive	2017 Tier II Report Update (01/26/2017)(Completed)

Total Results:1 Rows per page 10



SELECT “ADD A NEW ANNUAL/REVISION/UPDATE REPORT”

Christmas Wonderland (Facility ID: 112181)
 123 Candy Cane Lane, North Pole, IN 46204, United States
 Status: Active Type: Facility

Christmas Wonderland stores EHS over TPQ
 Christmas Wonderland stores DHS Chemicals of Interest

[Change Facility Status](#)

Reports [Add a New Annual/Revision/Update Report](#)

Tier II Report (312 Annual Report)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
12547	2016 Tier II Report Annual	Initiated			Online	
12544	2015 Tier II Report Annual	Initiated			Online	

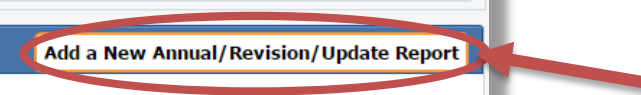
302 Reports

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
12548	2017 302 Report Original	Initiated			Online	

311 Reports

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

[Back to List of Facilities](#)






UPDATE REPORT



SELECT “Tier II Report (312 Annual Report)” and “Update for 2017” then “Proceed”

 **Indiana Emergency Response Commission**
Phone :855-246-0065

Online TIER II MANAGER™ Tier II Reporting Year : 2016
Welcome Krystal, Rocky Roads Climbing Company Last Login: 01/26/2017, 10:41 AM Log Out

Home Facilities Incident Reports My Account Billing

Start a New Report

Christmas Wonderland (State ID: 112181)

123 Candy Cane Lane, North Pole, IN 46204, United States
Contact: 555-555-1234, KHackney@dhs.in.gov
Type: Facility

You have already initiated Report ID: 12547. You must Complete this report or Cancel it before starting a new one. [Click here to go to Report\(ID:12547\)](#)

Choose a Report Type (click on button next to selection)

- Tier II Report (312 Annual Report)**
Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year.
- 302 Reports**
Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ).
- 311 Reports**
Section 311 requires facilities that have SDS for chemicals held above certain quantities to submit either copies of their SDSs or a list of SDS chemicals to SERC, LEPC, and local fire department.

Choose a Report Class (click on button next to selection)

IMPORTANT: You must select ANNUAL for 2016 to complete your requirements this year!

- Annual for** 2014 Annuals should be submitted to meet EPCRA Section 312 Annual Reporting of Chemical Inventory for chemicals onsite during the **previous calendar year**.
- Revision** Revisions should be submitted to correct errors or omissions in already submitted reports.
- Update for** 2017 Updates should be submitted to capture changes to facility contacts or chemical quantities/locations onsite during the **current calendar year**.

Cancel **Proceed**



AT THE EDIT
REPORT
HOMEPAGE
EDIT AND
SAVE EACH
STEP TO GET
GREEN
CHECK
MARKS

Back Edit Report Homepage for Christmas Wonderland (ID: 112181) List Submissions

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ⚠ 0 Notes

Report
2017 Update Tier II Report(Christmas Wonderland) - 12549

Submission Status : Initiated Status Date : 1/26/2017
Last Updated : 1/26/2017 Submission Type : Online
Submitter Username : Krystal Hackney [khackney01]

Print Report

Step 1: Review Facility Information Edit

Facility ID	112181	LEPC	Marion County LEPC
Facility Name	Christmas Wonderland	Lat/Long	39.7713,-86.1574
Company Name	The North Pole	Maximum Number of Occupants at one time	23
Facility Status	Active	Facility Type	Facility
Inactive Reasons		Nature of Business	
Inactive as Of		NAICS	424810
Physical Location	123 Candy Cane Lane, North Pole, IN 46204, United States	SIC Code	
County	Marion	Dun & Brad No	
Fire Department	PIKE TWP FD		
Additional Fire Departments responding to this Facility			
Site Phone	555-555-1234		
Manned	Yes		
Owner/Operator	The North Pole, 123 N Candy Cane Lane, North Pole, IN 46402-, United States		

Facility Identification
PawPalace (Facility ID: 110504)

Contact: 317-234-9696, Type: Facility

Location & Nature of Business ✓ Owner/Operator ✓ Mailing/Billing Address ✓

Facility Name *	Company Name *	Facility ID
PawPalace	Puppy Playhouse	110504
Street 1 *	Street 2	
Country *	City *	
United States		
State *	Zip Code *	
Indiana		
County *		
Latitude (in decimal degrees) *	Longitude (in decimal degrees) *	
Get Coordinates in Decimal Degrees	DMS Conversion Tool	
LEPC *	Fire Department *	
County LEPC		
Other Fire Departments responding to this site		

NAICS * 812910 Search NAICS

Manned/Unmanned *
 Manned
 Unmanned

Maximum Number of Occupants at one time * 5

Dun & Brad No

Number of Full Time Employees

SIC Code Search SIC

Cancel Save



SITE PLAN MAP UPDATE

**ON STEP 5 SELECT “REMOVE” TO REMOVE THE OLD SITE PLAN MAP
THEN SELECT “CHOOSE FILE” TO ADD NEW SITE PLAN MAP
THEN SELECT “SAVE”**

Attachment	File	Browse File to Upload
Site Plan (Map) *	Site Map Plan Example.png (Remove)	<input type="button" value="Choose File"/> No file chosen
Site Coordinate Abbreviations		<input type="button" value="Choose File"/> No file chosen
Safeguard Measures		<input type="button" value="Choose File"/> No file chosen
Facility Emergency Response Plan		<input type="button" value="Choose File"/> No file chosen

** Siteplan required for Annual and Revision submission(s).

Attachment	File	Browse File to Upload
Site Plan (Map) *		<input type="button" value="Choose File"/> No file chosen
Site Coordinate Abbreviations		<input type="button" value="Choose File"/> No file chosen
Safeguard Measures		<input type="button" value="Choose File"/> No file chosen
Facility Emergency Response Plan		<input type="button" value="Choose File"/> No file chosen

** Siteplan required for Annual and Revision submission(s).



CERTIFY REPORT



ON EDIT REPORT HOMEPAGE SCROLL DOWN TO STEP 6

[Back](#) Edit Report Homepage for **Christmas Wonderland** (ID: 112181) [List Submissions](#)

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ⚠ [0 Notes](#)

Report [Print Report](#)

2017 Update Tier II Report(Christmas Wonderland) - 12549

Submission Status : Initiated **Status Date :** 1/26/2017
Last Updated : 1/26/2017 **Submission Type :** Online
Submitter Username : Krystal Hackney [khackney01]

Step 1: Review Facility Information

Facility ID	112181	LEPC
Facility Name	Christmas Wonderland	Lat/Long
Company Name	The North Pole	Maximum Number of one time
Facility Status	Active	Facility Type
Inactive Reasons		Nature of Business
Inactive as Of		NAICS
Physical Location	123 Candy Cane Lane, North Pole, IN 46204, United States	SIC Code
County	Marion	Dun & Bradstreet
Fire Department	PIKE TWP FD	
Additional Fire Departments responding to this Facility		
Site Phone	555-555-1234	
Manned	Yes	
Owner/Operator	The North Pole, 123 N Candy Cane Lane, The North Pole, IN 46402-, United States	

Step 5: Review Attachments [Edit](#)

Description	File	File Type
Site Plan	Site Map Plan Example.png	image/png
Site Coordinate Abbreviations		
Safeguard Measures		
Facility Emergency Response Plan		

Step 6: Submit Report You are almost done!

If you want to make any more Changes, Click Edit above for the section(s) you want to change. Click the "Continue" button to proceed. Read notes on the next page to see if there are more requirements.

Once you click on the "Continue" button to complete and send this report to authorities, you will not be able to exit the process mid-stream without completing the submission process.

As such, you will need to be ready as follows:

- If you want to make any final changes to the above info, click edit for the section you want to change.
- The submission process will include payment of any fees due. You will need a credit card or account/routing info (you can pay online by credit card or ACH) for payment.
- You will also need the name and title of the person designated as certifying the information in this report.

If you need time to accumulate this info, you can stop at this point in your report, and log out of the system. When you return, simply click on this facility, and then the name of this report in your List Submissions screen, and complete the submittal process.

If you are ready, click on "Continue" to complete the submission process.

[Cancel Report](#) (This will discard all Report data)

[CONTINUE](#)

SELECT “CONTINUE” TO COMPLETE AND CERTIFY REPORT

— Step 6: Submit Report You are almost done!

If you want to make any more Changes, Click Edit above for the section(s) you want to change. Click the "Continue" button to proceed. Read notes on the next page to see if there are more requirements.

Once you click on the "Continue" button to complete and send this report to authorities, you will not be able to exit the process mid-stream without completing the submission process.

As such, you will need to be ready as follows:

- If you want to make any final changes to the above info, click edit for the section you want to change.
- You will also need the name and title of the person designated as certifying the information in this report.

If you need time to accumulate this info, you can stop at this point in your report, and log out of the system. When you return, simply click on this facility, and then the name of this report in your List Submissions screen, and complete the submittal process.

If you are ready, click on "Continue" to complete the submission process.



CONTINUE



SELECT BOX TO CERTIFY REPORT THEN REVIEW CERTIFIER'S INFORMATION THEN SELECT "SUBMIT" TO COMPLETE REPORT

Certify Report

Christmas Wonderland (State ID: 112181)

2017 Tier II Report Update

123 Candy Cane Lane, North Pole, IN 46204, United States
Contact: 555-555-1234, KHackney@dhs.in.gov
Type: Facility

Certification and Attestation: I certify under penalty of law that I have personally examined and am familiar with the information and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. The undersigned attests, subject to the penalties for perjury, that the undersigned is the Owner or Operator of this facility, or that the undersigned is the properly authorized representative, agent, member or officer of the Owner or Operator. I agree, and it is my intent, to sign this Tier II emergency and hazardous chemical inventory form ("Tier II Report") by accessing the Indiana Emergency Response Commission Online Tier II Manager™ portal using the secure password assigned to me and by electronically submitting this Tier II Report to the Indiana Emergency Response Commission. I understand that my submission of this Tier II Report in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Tier II Report and the above Certification and Attestation.

Please preview the Tier II Report before Submission

Name of Owner/Operator or
Authorized Representative *

Krystal Hackney

Official Title *

SARA III Specialist

Telephone Number *

317-234-9697

Date *

01/26/2017

Cancel Submit



SARA Program Contact Information

- State program webpage: www.in.gov/dhs/3893.htm
- Tier II Manager webpage: www.tier2.dhs.in.gov
- Email: SARATr2@dhs.in.gov
- Toll-free number: (855) 246-0065
- SARA Program Specialists (317) 234-9696
 - Krystal Hackney khackney@dhs.in.gov
 - Marc Torbeck mtorbeck@dhs.in.gov